**SHAPE America Southern District Award Policies and Procedures**

Updated 12/5/23

The purpose of this document is to provide guidance to review committee members and Southern District Award applicants and to provide clarity and transparency regarding the overall program. In addition, this document will establish common procedures and practices to ensure an equitable and fair process for all applicants of these prestigious awards.

**Overview of the Program**

The SHAPE America Southern District Awards recognizes outstanding individuals and contributions in the following categories:

* Southern District College/University Educator Preparation Award
* Southern District Honor Award
* Southern District Scholar Award
* Southern District Service Award

To be eligible for a Southern District Award, individuals need to maintain their primary place of residence in the Southern District (as determined by their home or work address) and meet the specified criteria for each award. Nominations are solicited and due in October of each year and will be awarded at the next SHAPE America National Convention during the Southern District Business Meeting.

**Eligibility Requirements for Southern District Awards**

Individuals who meet the eligibility requirements may apply for one of the SHAPE America Southern District Awards. The criteria for each of these awards can be found on the following pages.

***Please Note: Current members of SHAPE America Southern District Leadership Council or members of the SHAPE America Southern District Awards Committee are not eligible to apply for these awards.***

**Southern District College/University Educator Preparation Award Description**

Any SHAPE America member who resides in the Southern District (SD) may nominate candidates for the College/University Educator Preparation Award. This award honors a college/university professional in health, physical education, adapted physical education, or dance pedagogy.

The qualifying criterion for this award includes:

SHAPE America Membership: The nominee shall have been a member of SHAPE America for a minimum of 3 years, including the year they are considered for the award.

Character:  Ethical behavior consistent with the accepted ideals of the profession.

**Service**:

* Candidates must have five years of experience at the college/university level;
* Each candidate must demonstrate at least three of the specific contribution criteria as follows:
* Position of leadership in developing and implementing or directing/coordinating effective health/physical education/ adapted physical education/dance promotion programs;
* A record of outstanding teaching effectiveness in and out of the classroom (including mentoring undergraduate or graduate students);
* A pedagogical approach that is new, creative, or innovative but still intellectually rigorous;
* Meritorious service through involvement at the local, state, district, or national level or at the school or community level;
* Service within a SHAPE America structure or other professional organizations at the state, district, or national level as an officer or committee member;
* Evidence of other leadership and service to the profession through teaching, publications, presentations, funded research or programs, special projects, or health-related activities.

**Southern District Honor Award Description**

Any SHAPE America member who resides in the Southern District (SD) may nominate candidates for the Honor Award. The Honor Award is the highest recognition the Southern District can bestow to an individual who is clearly outstanding in their profession with long and distinguished service to health, physical education, adapted physical education, recreation, dance, and/or sport. The qualifying criterion for this award includes:

SHAPE America Membership: The nominee shall have been a member of SHAPE America for a minimum of 10 years, including the year they are considered for the award. (Former SHAPE America members who have retired from the profession are exempt from this requirement.)

Character:  Ethical behavior consistent with the accepted ideals of the profession.

Service: Candidates shall display distinctive leadership, meritorious service to the profession, and satisfy **five or more** of the following conditions. The following are some illustrations of meritorious contributions in the areas of service to the profession, teaching, coaching and/or authorship, research or other creative contributions.

**Service to the profession:**

* Officeholder in the Southern District of SHAPE America;
* Officeholder of a State Affiliate;
* Officeholder of an affiliated organization of SHAPE America or the American School Health Association, or the American College of Sports Medicine;
* Chair of a committee of SHAPE America;
* Committee worker over a period of three or more years with a state, district or national organization, either in SHAPE America or affiliated organizations;
* Speaker or clinician before educational groups, at conventions, assemblies, and meetings held in the interest and for the promotion of health, physical education, adapted physical education, recreation, and dance.

**Teaching/Coaching:**

* An outstanding contributor to clinics, workshops, and state or local health, physical education, adapted physical education, recreation, and dance conferences;
* Promoter of outstanding programs in any of the various areas of health, physical education, adapted physical education, recreation, and/or dance at any educational level;
* An outstanding contributor to the profession whose work has affected its philosophy or practice, not included in the above;
* Demonstrator of outstanding teaching or athletic coaching;
* Recipient of awards for teaching or administration of programs.

**Authorship/Research/Creative Contributions:**

* Systematic researcher, which has helped to advance the profession;
* Author or co-author of one or more books in health, physical education, adapted physical education, recreation, dance, and/or sport;
* Author of articles on the subject of health, physical education, adapted physical education, recreation, and/or dance in magazines of national scope published in monograph form;
* Creator of unique productions in dance, synchronized swimming, etc.;
* Recipient of scholarships, fellowships, grant monies, or monetary awards.

**Southern District Scholar Award Description**

**Description:**

This award recognizes individuals from the SOUTHERN District (SD) who enrich the depth and scope of health, leisure, sport, and movement-related activities by generating research and disseminating findings to the profession and the public. The qualifying criterion for this award includes:

**SHAPE America Membership:** The nominee shall have been a member of SHAPE America for a minimum of five years, including the year they are considered for the award. (Former SHAPE America members who have retired from the profession are exempt from this requirement.)

**Character:**  Ethical behavior consistent with the accepted ideals of the profession.

**Service:** Candidates should show evidence of research or scholarly activity, service and a commitment to the profession.  Successful recipients of the award should meet at least one criterion under each of the three categories below. The following are the categories and some illustrations of contributions:

1. Publications

* Articles in a variety of professional and/or popular publications;
* Author or co-author of texts endorsed by professional colleagues;
* Research articles published in recognized journals.

1. Public Service and Leadership

* Conference speeches, keynote addresses, etc.;
* Being sought for consultation;
* Diverse and practical service activities with documentation of involvement;

1. Professional Commitment

* Contributor to SHAPE America publications;
* Service on national, district or state committees;
* Demonstrated expertise in the research process with sophistication as either a proficient researcher or competent critic of research.

**Southern District Service Award Description**

**Description:**

The Southern District Service Award recognizes an individual or organization making a significant contribution to the Southern District. This award shall be given when uniquely deserved and is therefore not necessarily an annual event and multiple awards may be given in any year. Any individual or organization is eligible to receive this award, in that SHAPE America membership is not a prerequisite, though exceptional leadership and/or service should be exhibited.

**SHAPE America Membership:** Not required for this award

Include written examples of the outstanding service, special projects, programs, research conducted by the organization or individual that has promoted the mission of SHAPE America in the Southern District.

**Application Process for SHAPE America Southern District Awards**

Applying for a SHAPE Southern District Award

Nominations, including self-nominations, for a SHAPE Southern District Awards will occur online and **will be due on January 8, 2024**. Nominees will be notified by the Awards Committee Chair and asked to submit an application packet via email to the Awards Committee Chair by **January 31, 2024.** These dates will be followed to the greatest extent possible.

SHAPE America Southern District Awards recipients will be notified of their selection by late December of each calendar year.

Required Application Material:

* Curriculum vita (CV) not to exceed 10 pages. Reviewers will not read more than 10 pages.
* One page description of how the applicant meets the criteria for the award (12 point, Times New Roman).
* One (1) letter of support from nominators. Letters should specifically address the criteria for the award and how the person qualifies.
* Biographical sketch (250-300 words).
* Headshot (JPEG at 300 dpi minimum) *for promotional purposes only*. Headshots will not be shared with reviewers.

**SHAPE America Southern District Awards Review Timeline**

* **January 8th:** SHAPE America Southern District Nominations are due via the online application.
* **January 31:** SHAPE America Southern District Application packets are due to the Awards Committee Chair.
* **February 16th:** Deadline for the SHAPE America Southern District Award reviewers to submit scores.
* **By February 21**: SHAPE America Southern District Applicants are notified of selections by SHAPE America Southern District.
* **SHAPE America National Convention & Expo**: Southern District Award Recipients are celebrated and announced at the Southern District Business Meeting.
* Please refer to the SHAPE Southern District [website](https://www.shapeamerica.org/MemberPortal/about/districts/southern/default.aspx) for the most up-to-date information.

**Review Process**

Review Process for the SHAPE America Southern District Awards

The SHAPE America Southern District will have a review committee comprised of, SHAPE America Southern District Leadership Council Members. Review committees will have representation from various SHAPE America Southern Districts states and will not be solely made up of members from the same state. Review committee members will maintain strict confidentiality throughout the entire review and selection process.

The SHAPE Southern District award review process is outlined below.

* The SHAPE Southern District Award Nominees, upon notification of nomination by the Awards Committee Chair, will submit their award application packet to the Awards Committee chair via email. Incomplete awards application packets *will not* be sent out to awards committee members.
* SHAPE America Southern District appoints one (1) review committee to review the four (4) different awards.
* The Southern District Awards Chair and members from the Southern District Leadership Council will submit 5-10 recommendations of diverse professionals, as defined by gender, race, ethnicity, and geographic location, to serve on the Southern District Award committee.
* The review committees will include at least two (2) college/university professors/faculty and at least two (2) K-12 teachers.
* SHAPE America Southern District Leadership Council will make final selections for the Award Committee and will add additional review committee members, if necessary.
* Each Southern District Award application will be reviewed blindly. Applicants are assigned a random number and any identifying information is removed or blacked out to make the applicant anonymous to the reviewer. This will be done by the Awards Committee Chair.
* The Awards Committee Chair *does not* review any of the applications. Additionally, review committee members do not have to be SHAPE America members but must be highly familiar with SHAPE America’s National Health Education Standards and National Standards and Grade-Level Outcomes for K-12 Physical Education and current position statements related to teaching health and physical education
* SHAPE America Southern District rubrics will be used to score each applicant. These rubrics can be found at the end of this document.
  + SHAPE America Southern District will provide guidance to applicants on what is being scored and will share the rubrics publicly.
  + A minimum score must be met by an applicant to receive an award (see individual rubrics).
* SHAPE Southern District Awards Committee will submit their scores, rubrics and notes via email to the Award Committee Chair.
* The SHAPE Southern District Award Committee Chair will then add up the rankings of each candidate (1st, 2nd, 3rd, etc.) from each awards committee reviewer. The applicant with the lowest ranking when added together will be selected as the recipient of the award. In the event of a tie, the SHAPE Southern District President will review the blinded applications and rank the candidates in each criteria with the lowest score determining the award winner.
* The Awards Committee Chair will notify the SHAPE America Southern District President of the award selection. The Southern District President will then contact all Southern District Award applicants to notify them of their selection status.
* After SHAPE America Southern District has notified all applicants, they may make public announcements regarding the winners.
* The SHAPE America Southern District President will cc the Awards Committee Chair on the communication to the award recipients.

**SHAPE Southern District College/University Educator Preparation Award Rubric**

**Applicant ID:**

This 4-point Likert Scale will be utilized by reviewers to score the following seven (7) criteria. When reviewing the criteria CVs, letters of recommendation, and one page description of how the applicant meets the criteria, assessors should feel confident that the applicant has been able to clearly articulate their ideas concisely and effectively, leaving little room for the assessor’s need to infer the concept the applicant is attempting to convey.

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| --- | --- | --- | --- |
| Exceptional  4 Points | Good  3 Points | Average  2 Points | Minimal  1 Point |
| The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria. | The candidate has presented specific evidence which clearly and consistently addresses the majority of the targeted criteria. | The candidate has presented partial evidence to address parts of the stated criteria OR the evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria. | The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria. AND/OR has substantially omitted portions of the criteria. |

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| --- | --- |
| Points | Criteria |
| Yes: 4 Points  No: 0 Points | **Criterion 1: SHAPE America Membership:** The nominee shall have been a member of SHAPE America for a minimum of three (3) years, including the year they are considered for the award and possess five (5) years of experience at the college/university level.  ***\*If the applicant is award 0 points for this criterion, they are ineligible for this award.*** |
|  | **Criterion 2: Character:**  Ethical behavior consistent with the accepted ideals of the profession.  Supporting Guidelines: *SHAPE America outlines principles for achieving and maintaining high ethical standards of competency of knowledge, skills, and integrity of practice. Ethics are demonstrated through fair, honest, equitable, safe, inclusive, and respectful behaviors toward students, colleagues, the profession, and society as outlined in the* [*Code of Ethics for Health Educators, Physical Educators, and Wellness Professionals*](https://issuu.com/shapeamerica/docs/code_of_ethics_for_health_educators_physical_educa)*.* |
| For Criteria 3-7, the applicant should have evidence of *at least* three (3) of these areas. | |
|  | **Criterion 3: Positions of Leadership**: Has served in positions of leadership in developing and implementing or directing/coordinating effective health/physical education/ adapted physical education/dance promotion programs. |
|  | **Criterion 4: Teaching Effectiveness:** Applicant has a record of outstanding teaching effectiveness in and out of the classroom (including mentoring undergraduate or graduate students). This could a pedagogical approach that is new, creative, or innovative but still intellectually rigorous. |
|  | **Criterion 5: Meritorious Service:** Meritorious service through involvement at the local, state, district, or national level or at the school or community level. |
|  | **Criterion 6: SHAPE America Leadership Service:** Service within a SHAPE America structure or other professional organizations at the state, district, or national level as an officer or committee member. |
|  | **Criterion 7: Other Leadership and Service:** Evidence of other leadership and service to the profession through teaching, publications, presentations, funded research or programs, special projects, or health-related activities. |

\*Award recipient’s need a minimum of 20/28 to receive this award.

Grand Total: \_\_\_\_/28

Rank: \_\_\_\_

Comments:

**SHAPE Southern District Honor Award Rubric**

**Applicant ID:**

This 4-point Likert Scale will be utilized by reviewers to score the following five (5) criteria. When reviewing the criteria CVs, letters of recommendation, and one page description of how the applicant meets the criteria, assessors should feel confident that the applicant has been able to clearly articulate their ideas concisely and effectively, leaving little room for the assessor’s need to infer the concept the applicant is attempting to convey.

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| --- | --- | --- | --- |
| Exceptional  4 Points | Good  3 Points | Average  2 Points | Minimal  1 Point |
| The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria. | The candidate has presented specific evidence which clearly and consistently addresses the majority of the targeted criteria. | The candidate has presented partial evidence to address parts of the stated criteria OR the evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria. | The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria. AND/OR has substantially omitted portions of the criteria. |

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| --- | --- |
| Points | Criteria |
| Yes: 4 Points  No: 0 Points | **Criterion 1: SHAPE America Membership:** The nominee shall have been a member of SHAPE America for a minimum of 10 years, including the year they are considered for the award (Former SHAPE America members who have retired from the profession are exempt from this requirement).  ***\*If the applicant is award 0 points for this criterion, they are ineligible for this award.*** |
|  | **Criterion 2: Character:**  Ethical behavior consistent with the accepted ideals of the profession.  Supporting Guidelines: *SHAPE America outlines principles for achieving and maintaining high ethical standards of competency of knowledge, skills, and integrity of practice. Ethics are demonstrated through fair, honest, equitable, safe, inclusive, and respectful behaviors toward students, colleagues, the profession, and society as outlined in the* [*Code of Ethics for Health Educators, Physical Educators, and Wellness Professionals*](https://issuu.com/shapeamerica/docs/code_of_ethics_for_health_educators_physical_educa) |
| For criteria 3-5, the applicant should have evidence of *at least* five (5) of the indicators listed. | |
|  | **Criterion 3: Service to the Profession**: Has served in positions of leadership in developing and implementing or directing/coordinating effective health/physical education/ adapted physical education/dance promotion programs.  Example indicators include, but are not limited to:   * Officeholder in the Southern District of SHAPE America; * Officeholder of a State Affiliate; * Officeholder of an affiliated organization of SHAPE America or the American School Health Association, or the American College of Sports Medicine; * Chair of a committee of SHAPE America; * Committee worker over a period of three or more years with a state, district or national organization, either in SHAPE America or affiliated organizations; * Speaker or clinician before educational groups, at conventions, assemblies, and meetings held in the interest and for the promotion of health, physical education, adapted physical education, recreation, and dance. |
|  | **Criterion 4: Teaching/Coaching:** Applicant has a record of outstanding teaching and/or coaching effectiveness in and out of the classroom.  Example indicators include, but are not limited to:   * An outstanding contributor to clinics, workshops, and state or local health, physical education, adapted physical education, recreation, and dance conferences; * Promoter of outstanding programs in any of the various areas of health, physical education, adapted physical education, recreation, and/or dance at any educational level; * An outstanding contributor to the profession whose work has affected its philosophy or practice, not included in the above; * Demonstrator of outstanding teaching or athletic coaching; * Recipient of awards for teaching or administration of programs. |
|  | **Criterion 5: Authorship/Research/Creative Contributions:** Evidence of other leadership and service to the profession through publications, presentations, funded research or programs, special projects, or health-related activities.  Example indicators include, but are not limited to:   * Systematic researcher, which has helped to advance the profession; * Author or co-author of one or more books in health, physical education, adapted physical education, recreation, dance, and/or sport; * Author of articles on the subject of health, physical education, adapted physical education, recreation, and/or dance in magazines of national scope published in monograph form; * Creator of unique productions in dance, synchronized swimming, etc.; * Recipient of scholarships, fellowships, grant monies, or monetary awards. |

\*Award recipients need a minimum of 16/20 to receive this award.

Grand Total: \_\_\_\_/20

Rank: \_\_\_\_

Comments

**SHAPE Southern District Scholar Award Rubric**

**Applicant ID:**

This 4-point Likert Scale will be utilized by reviewers to score the following five (5) criteria. When reviewing the criteria CVs, letters of recommendation, and one page description of how the applicant meets the criteria, assessors should feel confident that the applicant has been able to clearly articulate their ideas concisely and effectively, leaving little room for the assessor’s need to infer the concept the applicant is attempting to convey.

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| --- | --- | --- | --- |
| Exceptional  4 Points | Good  3 Points | Average  2 Points | Minimal  1 Point |
| The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria. | The candidate has presented specific evidence which clearly and consistently addresses the majority of the targeted criteria. | The candidate has presented partial evidence to address parts of the stated criteria OR the evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria. | The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria. AND/OR has substantially omitted portions of the criteria. |

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| --- | --- |
| Points | Criteria |
| Yes: 4 Points  No: 0 Points | **Criterion 1: SHAPE America Membership:** The nominee shall have been a member of SHAPE America for a minimum of five years, including the year they are considered for the award (Former SHAPE America members who have retired from the profession are exempt from this requirement.)  ***\*If the applicant is award 0 points for this criterion, they are ineligible for this award.*** |
|  | **Criterion 2: Character:**  Ethical behavior consistent with the accepted ideals of the profession.  Supporting Guidelines: *SHAPE America outlines principles for achieving and maintaining high ethical standards of competency of knowledge, skills, and integrity of practice. Ethics are demonstrated through fair, honest, equitable, safe, inclusive, and respectful behaviors toward students, colleagues, the profession, and society as outlined in the* [*Code of Ethics for Health Educators, Physical Educators, and Wellness Professionals*](https://issuu.com/shapeamerica/docs/code_of_ethics_for_health_educators_physical_educa)*.* |
| For criteria 3-5, the applicant should have evidence of *at least* one (1) of the indicators listed. | |
|  | **Criterion 3: Publications**: The applicant shows evidence of research or scholarly activity.  Example indicators include, but are not limited to:   * Articles in a variety of professional and/or popular publications; * Author or co-author of texts endorsed by professional colleagues; * Research articles published in recognized journals. |
|  | **Criterion 4: Public Service and Leadership:** The applicant shows evidence of service to the profession.  Example indicators include, but are not limited to:   * Conference speeches, keynote addresses, etc.; * Being sought for consultation; * Diverse and practical service activities with documentation of involvement; |
|  | **Criterion 5: Professional Committment:** The applicant shows evidence of a commitment to the profession.  Example indicators include, but are not limited to:   * Contributor to SHAPE America publications; * Service on national, district or state committees; * Demonstrated expertise in the research process with sophistication as either a proficient researcher or competent critic of research. |

\*Award recipients need a minimum of 16/20 to receive this award.

Grand Total: \_\_\_\_/20

Rank: \_\_\_\_

Comments:

**SHAPE Southern Service Award Rubric**

**Applicant ID:**

This 4-point Likert Scale will be utilized by reviewers to score the following five (5) criteria. When reviewing the criteria CVs, letters of recommendation, and one page description of how the applicant meets the criteria, assessors should feel confident that the applicant has been able to clearly articulate their ideas concisely and effectively, leaving little room for the assessor’s need to infer the concept the applicant is attempting to convey.

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| --- | --- | --- | --- |
| Exceptional  4 Points | Good  3 Points | Average  2 Points | Minimal  1 Point |
| The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria. | The candidate has presented specific evidence which clearly and consistently addresses the majority of the targeted criteria. | The candidate has presented partial evidence to address parts of the stated criteria OR the evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria. | The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria. AND/OR has substantially omitted portions of the criteria. |

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| Points | Criteria |
|  | **Criterion 1: Impactful Contribution:** The applicant must have made a significant and tangible impact on the Southern District community. This could be through innovative programs, projects, or initiatives that have positively influenced the health, physical education, recreation, or related fields within the district. |
|  | **Criterion 2: Leadership and Service**: Demonstrated exceptional leadership or service within the Southern District community, showcasing a commitment to advancing the mission and vision of SHAPE America. |
|  | **Criterion 3: Advancement of SHAPE America's Mission**: Evidence of promoting and aligning with the mission and values of SHAPE America, particularly in the Southern District context. This could include research endeavors, advocacy work, or educational campaigns that align with SHAPE America's goals. |
|  | **Criterion 4: Sustainability and Long-Term Impact**: Applicant's work should demonstrate potential for sustained impact or have already shown continued positive effects on the Southern District community over time. |
|  | **Criterion 5: Collaboration and Partnership:** Collaboration with other organizations, institutions, or stakeholders within the Southern District that has enhanced the reach and effectiveness of their contributions. |

\*Award recipients need a minimum of 16/20 to receive this award.

Grand Total: \_\_\_\_/20

Rank: \_\_\_\_

Comments: